

PLANNER II

GENERAL DESCRIPTION OF WORK:

Performs intermediate to difficult work handling a variety of planning assignments; does related work as required. Within each technical focus area, specific work specialties are further outlined. Work is performed under the regular supervision of the Planning Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Reviewing site plans; conducting planning studies; preparing maps and GIS presentations; coordinating subdivision review and approval process; providing interpretations of zoning regulations; providing professional planning services; gathering and analyzing data; providing support to the department and various boards and committees.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Reviews site plans for compliance with zoning requirements.
- Meets with owner/developer/agent regarding potential rezoning or design and development of property; assists applicant with application process.
- Reviews applications and coordinates review from other departments and governmental agencies; provides comments and additional requirements to the applicant and completes review checklists for the Planning Board and the Town Board of Commissioners.
- Provides technical assistance to developers, contractors, architects and the general public by phone, e-mail, and/or in person.
- Meets with potential applicants for Board of Adjustment cases; prepares and presents variance, appeal and interpretation cases to the Board of Adjustment.
- Provides professional planning, technical, and administrative support to public/private ventures in improving specific geographic portions of the Town.
- Attends local and regional meetings involving transportation-related issues and provides input to Town and other agencies on impacts of transportation issues.
- Completes Town review/sign-offs as necessary for building and development permits by the County as needed.
- Composes maps and GIS presentations for elected officials, advisory boards and committees, and departments as assigned.
- Collects, corrects, maintains and updates geographic data base from the County for storage and use.
- Creates new data bases and uses data to provide trend projections, demographic overviews, and other technical assessments to assist the department and the Town in anticipating necessary or beneficial changes.
- Conducts studies and undertakes projects relating to planning issues.
- Assists with the preparation of land use policies.
- Helps implement and administer the Police Department's automated dispatch system.
- Provides determinations on how the Zoning Ordinance is to be interpreted and applied, on request by staff, county, property owners, or development community; serves as Zoning Administrator to issue final opinions, appealable to the Board of Adjustment.
- Supervises the subdivision review process from initial meetings with owner/developer/surveyor through the sketch plan, preliminary subdivision review and final plat approval.
- Coordinates review process with county and other Town staff.
- Oversees the determination of land or fees needed to satisfy recreation and open space requirements associated with the subdivision process.
- Ensures the requirements have been met prior to release of final subdivision plat for recording.
- Coordinates the work of special committees as assigned.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General to detailed knowledge of the principles and practices of planning and zoning; general knowledge of current literature and recent developments in the field of planning and zoning; considerable knowledge of GIS systems (GIS focus); general knowledge of the interconnectivity of land use and transportation elements; general to detailed knowledge on the process of site plan and subdivision review and approval (Subdivision Administration focus); ability to analyze and systematically compile technical and statistical information and to prepare technical reports; considerable ability to interpret various rules and regulations and clearly explain their application (Zoning Administration focus); ability to communicate with the development community, Town and other governmental agency staff members, and citizens verbally and in written formats; ability to prepare and present technical information clearly; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in urban planning or related field and a minimum of three years experience in a local government planning position, with proven experience in the specific focus area(s) of the individual position. ACIP certification desired, or encouraged to be attained within two years of employment.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires kneeling, reaching, standing, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

November, 2011